

Budget & Management

MISSION STATEMENT

The Office of Budget and Management is responsible for the preparation and submission of

a balanced budget that supports the goals of the City Council.

DEPARTMENT OVERVIEW

The Office of Budget and Management monitors the current fiscal year's budget on a monthly basis and assists departments on budgeting matters to assure a balanced budget at year-end. The Office of Budget and Management coordinates funding

opportunities for State and Federal grants for all City departments. It also provides analytical service and special project assistance for the City Manager.

BUDGET HIGHLIGHTS

The Office of Budget and Management operating budget of \$741,000 reflects a decrease of approximately \$28,500. An increase of \$72,600 attributable to the increase in required contributions to the City's retirement system is offset by approximately \$85,100 in salary and non-salary reductions including the elimination of one vacant position.

Reduce non-personnel costs by printing fewer copies of the proposed and accepted budget documents. The office instead will make these documents available on the City website and on CD.

KEY GOALS AND OBJECTIVES

Work closely with departments and outside

agencies to improve efficiencies and the City's fiscal integrity.

PRIOR YEAR ACCOMPLISHMENTS

Completed modifications to DBRS to facilitate paperless submission of budget data by City Departments.

Completed modifications to the Capital Improvement Plan system to facilitate a more

streamlined process of preparing and delivering the CIP budget.

Expenditure Summary				
	FY2001 ACTUAL	FY2002 ACTUAL	FY2003 BUDGET	FY2004 APPROVED
Personnel Services	519,633	621,020	689,187	671,000
Materials, Supplies and Repairs	32,924	27,042	51,958	41,600
General Operations and Fixed Costs	3,715	28,732	23,925	24,000
Equipment	41,000	3,882	1,000	1,000
All- Purpose Appropriations	-	13,419	3,430	3,400
Total	597,272	694,095	769,500	741,000

Programs & Services				
	FY2002 ACTUAL	FY2003 APPROVED	FY2004 APPROVED	FULL TIME POSITIONS
BUDGET PREPARATION & MONITORING	694,095	769,500	741,000	13

Prepare and submit a balanced budget that supports the goals of the City Council. Monitor the current fiscal year's budget on a monthly basis and assist departments on budgeting matters to assure a balanced budget at year-end. Provide analytical service and special project assistance for the City Manager. Long-range planning of the City's financial obligations including the Capital Improvement Plan and the Five-Year Financial Forecast. Work closely with City departments and agencies to improve efficiencies, and ensure that the fiscal integrity of the City is enhanced. Responsible for the monitoring and reporting of grant funds including those associated with the Consolidated Plan

Total	694,095	769,500	741,000	13
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Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY03 Positions	Change	FY04 Positions
Administrative Secretary	OPS09	27,273	43,604	1		1
Budget Team Leader	SRM06	50,995	89,681	1	-1	0
Director of Budget & Management	EXE03	73,210	126,601	1		1
Economic Forecast Specialist	MAP10	44,882	71,750	1		1
Grants Management Administrator	MAP09	42,127	67,349	1		1
Quality & Finance Analyst	MAP08	39,572	63,258	3		3
Senior Quality & Finance Analyst	MAP09	42,127	67,349	4		4
Staff Technician II	OPS09	27,273	43,604	1		1
Support Technician	OPS06	21,591	34,515	1		1
Total				14	-1	13